

**WEST LAMPETER TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION MEETING OF JANUARY 7, 2019**

Supervisor Barry Hershey called the Reorganization Meeting of the West Lampeter Township Board of Supervisors to order at 7:00 p.m. with the Pledge to the Flag. Those in attendance were Supervisors Terry Kauffman, Randy Moyer, Robert Patterson and Geoffrey Beers. Township Manager Dee Dee McGuire, Chief of Police Brian Wiczkowski, Public Works Supervisor James Kreider, Community Development Director Joellyn Warren, and Recording Secretary Susan Worby were also present.

REORGANIZATION OF BOARD

1. APPOINTMENT OF TEMPORARY CHAIRMAN

Supervisor Moyer made a **MOTION**, seconded by Supervisor Kauffman, to nominate Barry Hershey as Temporary Chairman of the Board for the Reorganization meeting. The motion was approved unanimously, 5 to 0.

2. ELECTION OF CHAIRMAN

Supervisor Moyer made a **MOTION**, seconded by Supervisor Beers, to nominate and elect **BARRY HERSHEY** as Chairman of the Board for the year 2019. There were no other nominations and the motion was approved unanimously, 5 to 0.

3. ELECTION OF VICE-CHAIRMAN

Supervisor Moyer made a **MOTION**, seconded by Supervisor Patterson, to nominate and elect **TERRY KAUFFMAN** as Vice Chairman of the Board. There were no other nominations and the motion was approved unanimously, 5 to 0.

4. APPOINTMENT OF SECRETARY/TREASURER

Supervisor Kauffman made a **MOTION**, seconded by Supervisor Moyer, to appoint **ROBERT E. PATTERSON** as Secretary/Treasurer of the Board. There were no other nominations and the motion was approved unanimously, 5 to 0.

5. RESOLUTION 1-2019 Appointments to Various Boards

Supervisor Moyer made a **MOTION**, seconded by Supervisor Patterson, to adopt Resolution 1-2019, making the following appointments:

- **John P, Lines** reappointed to a one-year term as Vacancy Board Chairman.
- **Raymond Lanas** reappointed to a three-year term, and **Thomas Stem** appointed to fill the remaining two years of a three-year term, both as members of the Zoning Hearing Board.
- **Matthew Parido** reappointed to a four-year term as a member of the Planning Commission.
- **Mary Stoltzfus** reappointed to a five-year term as member of the Park & Recreation Board.
- **Adam Lawrence, Lisa Wright, and Joseph Little**, each reappointed to three-year terms as members of the Recycling Committee.
- **Kenneth Barton** reappointed as Emergency Management Director.
- **ELA Group, Inc.** as Township Engineer and **David Miller Assoc., Inc.** as Alternate Township Engineer.
- **Alspach & Ryder, LLC** as Township Solicitor; **Morgan, Hallgren, Crosswell & Kane, PC** as Land Use Counsel; and **Barley Snyder, LLP** as Labor Counsel.

- **Marvin S. Stoner** as Sewage Enforcement Officer, and **Dale High** as Alternate Sewage Enforcement Officer.
- **Joellyn Warren** reappointed as Zoning Officer; **Kevin Hertzog** reappointed as Deputy Zoning Officer; and **Kimberly U. Yepremian**, reappointed as Assistant Zoning Officer.
- **Charity Quinn** reappointed as Stormwater Coordinator.
- **Barbara A. Benner** and **Marsha Zellman** reappointed as School Crossing Guards.
- **Citadel Federal Credit Union, Citizens Bank, Crestmark Bank, First Internet Bank, Members First Credit Union, Northwest Savings Bank, Pennsylvania Local Government Investment Trust, S & T Bank, Univest Bank & Trust Co.** as Township Depositories.
- **Denielle L. McGuire** reappointed as Township Manager, and appointed Assistant Secretary/Treasurer of the Board. [Discussion and approval took place at the end of the meeting.]
- **Denielle L. McGuire** reappointed as Open Records Officer, and **Susan E. Worby** reappointed as Alternate Open Records Officer.
- **Denielle L. McGuire** appointed as the Lampeter-Strasburg Primary Representative, and **Lisa Boyd** as Alternate Representative on the Lancaster County Tax Collection Bureau (LCTCB) Management Committee.
- **James K. Witman** reappointed to a five-year term as municipal representative on the board of Suburban Lancaster Sewer Authority.
- **Terry Kauffman** reappointed as Municipal LUAB Representative, and **Joellyn Warren** reappointed as Alternate Representative to the Lancaster Inter-Municipal Committee (LIMC).

The motion was approved by a vote of 5 in favor to 0 against for all appointments except concerning the appointment of the Labor Counsel, which had a vote of 4 in favor, 0 against, with 1 abstention (Moyer, who is a partner in the same firm).

6. RESOLUTION 2-2019 Appoint Auditors for 2016 Audit

Supervisor Beers made a **MOTION**, seconded by Supervisor Patterson, to adopt Resolution 2-2019 appointing Trout, Ebersole & Groff to audit the financial accounts of the township for the year 2019 in accordance with the terms of the December 18, 2018 engagement letter. The motion carried unanimously, 5 to 0.

CONDITIONAL USE HEARING – WILLOW VALLEY RETIREMENT COMMUNITY – Herr Farm/South Campus

Applicant/Owner – Willow Valley Retirement Communities

Location – East side of Peach Bottom Road, north of Wynwood Drive

Project Description - Application for conditional use and preliminary plan for Medical Residential Campus was received on November 9, 2018 from Willow Valley Communities. The property, Herr Farm, is located on the east side of Peach Bottom Road, north of Wynwood Drive. The project includes a 140-bed memory care facility, 120-unit independent living apartments, and 88 cottages. Applicant asserts compliance will be met for zoning classification of "Medical Residential Campus Zoning Ordinance Table of Allowed Uses Note 4 - a Medical Residential Campus shall be allowed by conditional use on a tract within the R-1 District that directly abuts R-3 District, pursuant to Section 285-42.A(28)."

William Crosswell, Esq., attorney for the township, explained the procedures for a Conditional Use Hearing. He stated the Planning Commission considered and recommended conditional approval on the application at their meeting held December 20, 2018. The hearing was published and posted, and notices were sent to the Applicant as required, as well as to residents adjacent to the subject property (though not required). The hearing was recorded by a court reporter.

Supervisor Moyer recused himself from the proceedings, as he has a conflict (professional).

Mr. Crosswell noted parties to the hearing are the Applicant and township. He asked if there were any members of the audience who would like to become party to the hearing, and a few said yes.

James H. Thomas, Esq. was present to ask questions of Applicant's representative, Craig Smith, RGS Assoc., and other potential witnesses or parties.

Parties to the Hearing:

Applicant
West Lampeter Township
Roxanne Witmer-DeWitt – 271/273 Peach Bottom Road
Antonio Bettinsoli, 119 Wynwood Drive
Charles Miller, 215 Wynwood Drive
Michael Brault, 201 Wynwood Drive

The Applicant had no objections to the parties named. Supervisors accepted the parties.

Township Exhibits were admitted into evidence with no objections expressed by the Applicant:

BOS 1 – Staff memorandum dated January 3, 2019
BOS 2 – Proof of Publication of Notice of Hearing published in LNP on December 22 and 29, 2018.
BOS 3 – Affidavit from Joellyn Warren of the posting of the property on November 9, 2018 and photograph of said posting.
BOS 4 – Letter from Joellyn Warren to the Applicant informing of the date, time & place for the Conditional Use hearing; and, list of adjoining property owners who were also mailed a letter of the date, time and place of the hearing (while not required).

Applicant's Exhibits were entered into evidence and accepted by the Supervisors:

App1 – Entry of appearance by James H. Thomas, Esq. on behalf of the Applicant.
App2 – Site plan of property dated December 5, 2018 showing proposed development.
App3 – Conditional Use application filed with the township on November 9, 2018, including:

- Conditional Use narrative dated November 9, 2018.
- List of adjoining property owners.
- Conceptual architectural plans for cottages and apartments by Creative Construction Solutions.
- Conceptual architectural plans for Memory Care building by Perkins Eastman Architects.
- Copy of Conditional Use Application and Fee of \$650.00.
- Preliminary land development and lot consolidation plan.
- Traffic Impact Study by Traffic Planning & Design dated June 22, 2018.
- Wetland Investigation prepared by Vortex Environmental dated October 11, 2018.

Sworn in and testifying: Craig Smith, RGS Assoc. for Willow Valley. Mr. Thomas first explained Mr. Smith's expertise in the field and years of experience. Mr. Smith testified to the project plans as mixed residential medical cottages, apartments, duplexes and triplexes, explained the Memory Support Facility plans, and noted the current zoning classification, location of the subject property and surrounding area. Mr. Smith stated there are 88 units planned for the cottages, duplexes and triplexes. The apartment buildings will be three-stories with 120 independent living units. The Memory Care Facility will house 140 beds/70 units. The total number of units equal 278, or six units to one acre as permitted by the ordinance for a medical residential campus.

Green spaces, ponds, as in the rest of Willow Valley campuses, will continue through this project, and include pedestrian pathways, open space and recreational areas (private). A courtyard and other amenities for therapy at the Memory Support Facility will be included. A new access onto the campus will be across from Violet Avenue. Above ground and underground parking facilities are planned. Architecturally, the outer band of single cottages will work inward to duplexes/triplexes and apartments, ending with the medical facility at the back (least dense to most dense away from the roadway).

The traffic study concluded no change in the level or traffic service than what currently exists, and no level deteriorates at any of the intersections at buildout in year 2025. Wetlands investigation concluded that no waters exist within the acreage of the proposed project. The fire company in Willow Street reviewed the plans and the Applicant will address any concerns reported.

Sworn in and testifying:

Roxanne Witmer-DeWitt, who asked a question if the roadway that runs along the front of her property would be closed off when the new access road on Violet is complete. Mr. Crosswell answered this would likely be handled at the land development part of the process. She also asked about the dog run on the corner, and Mr. Smith replied that will be removed.

Sworn in and testifying:

Michael G. Brault asked about public use of the property in question, but was told this will be a private community as other areas of Willow Valley are currently.

Mr. Thomas was asked if an extension of time of ninety (90) days for the land development process, pending the Conditional Use decision would be acceptable. Mr. Thomas replied that it would be acceptable. Mr. Thomas would prefer the Conditional Use decision be made at the next Supervisors' meeting in February.

Supervisor Kauffman asked Mr. Smith about the number of units, the grocery mentioned on the plans, and if there were any known violations or zoning code issues that he felt should be corrected/resolved before this project begins.

Chairman Hershey asked about widening the access drive, a sidewalk across Peach Bottom Road, landscaping buffer, and what time periods were used for the traffic study.

Upon **MOTION** by Supervisor Kauffman, seconded by Supervisor Beers, the hearing was closed to further testimony. The motion was approved 4 in favor, 0 against, with 1 abstention (Moyer).

Chairman Hershey called for a short recess at 8:27 p.m.
The meeting resumed at 8:33 p.m.

PUBLIC COMMENT

None.

MINUTES

Supervisor Beers made a **MOTION**, seconded by Supervisor Patterson, to approve the Minutes of the Year-end Meeting of December 10, 2018 as presented. The motion was approved unanimously, 5 to 0.

SUBDIVISION AND LAND DEVELOPMENT MATTERS

- **Final Subdivision Plan – Golf Holdings, LLC (Meadia Avenue, Pool Drive, Driver Avenue)**
Applicant/Property Owner – Meadia Heights Golf Club/Golf Club Holdings, LLC
Location – Meadia Avenue, Pool Drive, Driver Avenue
Project Description - Applicant seeks to consolidate lots previously subdivided on Pool Road to the rear of lots along Driver Avenue.

Mark D. Jones, PE, Hartech Engineering & Consulting was present to discuss the plan for Meadia Heights Golf Club. The lots in question are owned by Meadia Heights. They want to consolidate and divide to match the lot configurations to the properties behind. There are agreements in the works to sell the lots to the property owners on Driver Avenue. The Planning Commission recommended conditional approval, and are working through comments from the engineer. The access on Pool Drive will remain privately maintained.

Approval

Supervisor Kauffman made a **MOTION**, seconded by Supervisor Moyer to approve the Final Subdivision Plan for Golf Holdings, LLC subject to staff and engineer comments of January 3, 2019 and November 5, 2018 respectively. The motion was approved unanimously, 5 to 0.

MONTHLY REPORTS

1. Treasurer's Report

Supervisor Patterson reported Revenue for the year ending December 31, 2018 totaled \$6,412,851. Total 2018 expenditures, excluding Capital Reserve Transfers, totaled \$5,196,757, which is an increase of \$20,333 from 2017. The surplus at the end of 2018 totaled \$1,216,094, a decrease of \$82,868 from 2017, but \$545,587 over the 2018 budgeted surplus.

Paying the Bills

Supervisor Moyer made a **MOTION**, seconded by Supervisor Beers, to accept the Treasurer's Report, and authorize the staff to satisfy the ordinary and routine obligations incurred by the township in order to take advantage of discount and allowances, and to avoid delinquent penalties and carrying charges. The motion was approved unanimously, 5 to 0.

2. Public Works Report

Mr. Kreider reported two new employees have begun work in the department: one last month, and the other just last week. Spot salting was done on the roads this evening.

3. Police Report

Chief Wiczkowski noted the School Resource Officer (SRO) began duty recently, and is currently doing field training. Another officer will be hired soon to replace the position left by the SRO.

4. Community Development Department Report

Ms. Warren said the department was busy in December. She reminded the Supervisors Zoning Hearing Board alternate members are needed. A possible Planning Commission member may also be needed. Zoning Hearing Board will consider the application for Weis Markets Gas N Go. Chairman Hershey asked about the compliance of the electric sign at the Willow Street Diner.

5. Township Manager's Report

Ms. McGuire stated ELA Group submitted the "Green Light Go" grant, PennDOT recommended minor corrections, which were made. That added \$4,000 to the cost of improvements to finish up with the rest of the traffic signals. Supervisors had no issue with the increase in cost and agreed to move forward with the grant application.

Ms. McGuire asked the Supervisors about adding Mike Reese, Former Willow Street Fire Chief, to the Citizens Memorial at the township entrance. Mike unexpectedly passed away in 2018. Supervisors are in agreement to add his name.

Ms. McGuire also reminded the Supervisors of an invitation received from the Kiwanis Club of Southern Lancaster Area for a Charter Celebration on January 25th at the Willows in Strasburg.

TOWNSHIP ADMINISTRATION MATTERS

1. Resolution 3-2019 – Amend 2019 Fee Schedule – Dog Seizure Fee

The price the township pays for dog seizures was increased from \$200 to \$225. This information, unfortunately, was not provided until after the 2019 Fee Schedule was approved in early December.

Supervisor Kauffman made a **MOTION**, seconded by Supervisor Beers, to adopt Resolution 3-2018 amending the 2019 Fee Schedule to increase the dog seizure fee to \$225. The motion was approved unanimously, 5 to 0.

2. Resolution 4-2019 – Authorize Traffic Signal (Flasher) Application to PennDOT – Strasburg Pike and Rockvale Road

Ms. McGuire explained the application is to place a flashing light upon approach to the Strasburg Pike and Rockvale Road intersection.

Supervisor Moyer made a **MOTION**, seconded by Supervisor Patterson, to adopt Resolution 4-2019 authorizing the submission of a Traffic Signal Application to PennDOT for a flashing light for the Strasburg Pike and Rockvale Road intersection.

3. Authorize Advertising for Public Bids

- **Village Park Improvements**
- **Mowing Contract**

Supervisor Patterson made a **MOTION**, seconded by Supervisor Kauffman to approve the advertisement for public bidding for Village Road Improvements, and a Mowing Contract for the coming year. The motion was approved unanimously, 5 to 0.

4. Appoint Voting Delegate to PSATS Convention

Supervisor Moyer made a **MOTION**, seconded by Supervisor Beers, to appoint TERRY KAUFFMAN as a Voting Delegate to the annual PSATS convention. The motion was unanimously approved, 5 to 0.

OTHER BUSINESS

After a short discussion on the benefits of an appointment for situations when time is of the essence, Supervisor Kauffman made a **MOTION**, seconded by Supervisor Moyer, to amend Resolution 1-2019 to include appointing Denielle L. McGuire as Alternate Secretary/Treasurer to the Board. The motion was approved unanimously, 5 to 0.

With no other business to be conducted, the meeting was adjourned at 8:53 p.m.

Respectfully Submitted,
Robert E. Patterson, Township Secretary-Treasurer